

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

RE: Notice of Incomplete Application - Outstanding Escrow Wire Instructions

Dear [Applicant Name],

Thank you for submitting your application for [Project Name/Reference Number]. Upon reviewing your file, we have determined that your application is currently incomplete.

To proceed with the processing of your request, we require the following missing information:

- **Certified Escrow Wire Instructions:** Please provide the official wiring documentation from your designated escrow company, including the bank name, routing number, and account number.

Please submit this information by [Deadline Date] to avoid any delays or the potential withdrawal of your application. You may send the document via [Submission Method, e.g., email or secure portal].

If you have already sent this information, please disregard this notice. Should you have any questions, please contact [Contact Person Name] at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

[Your Title]

[Company Name]